

# EDUCATIONAL COST AGREEMENT

- a. ADOT's policy is to provide tuition assistance or reimbursement to eligible employees who enroll in and satisfactorily complete eligible course(s) offered by accredited colleges, and other approved institutions. For complete instructions on tuition assistance and reimbursement, see Administrative Procedure PER-15.05.
- b. An employee may receive a maximum of \$621 for tuition and \$100 for books in any one semester. Semesters are determined by the institution offering the course.

Tuition for courses ..... from \$1 to \$621 per semester  
Books (per semester)..... from \$1 to \$100 per semester  
**Total (not to exceed)                      \$721 per semester**

- c. The following expenses are not eligible for tuition assistance or reimbursement:

- (1) Tuition or books covered by Veteran's Benefits, scholarships, or similar programs.
- (2) Drafting instruments, calculators or similar personal tools.
- (3) Fees for parking, late registration or similar options.
- (4) Fees for licenses, testing, assessments, lab fees.
- (5) Text book costs exceeding \$100.00 per semester (tax will not be reimbursed).
- (6) Tuition of fees exceeding \$621.00 per semester.
- (7) Any other fees or costs deemed inappropriate for payment under this policy by the Organization & Employee Development Manager.

Some courses require justification by the employee. A short list is provided below. For more information, see Administrative Procedure PER-15.05.

## **Courses requiring justification are:**

Correspondence courses, College courses, Accelerated college courses, Preparation for Technical or Professional Registration or license, and Adult education courses.

## **Courses NOT requiring justification are:**

Math, English, Languages, GED, Computer Courses whose title shows direct relationship to classification of requesting employee, and Emergency Medical Technician training.

**Write justification here: (Do not use a separate page for justification)**

Send this completed form to the Tuition Coordinator at the Organization & Employee Development Office (069R). A copy of the approved form will be returned to the employee. Applications disapproved will be returned to the employee with an explanation for disapproval.

## ARIZONA DEPARTMENT OF TRANSPORTATION EDUCATIONAL COSTS AGREEMENT

This agreement between applicant \_\_\_\_\_  
and the Arizona Department of Transportation covers assistance for expenses incurred in connection  
with attendance at the following course(s):

Course title(s): \_\_\_\_\_

Dates of course \_\_\_\_\_ to \_\_\_\_\_

School or Institution \_\_\_\_\_

**COST**

**AMOUNT APPROVED**  
**(do not write here)**

Tuition fees for course(s)

Required text books

**TOTAL COSTS**

My attendance at this course will improve my capability and performance with the Arizona Department of Transportation. If I leave the employment of the Department during the year following completion of the course, I agree to repay any educational reimbursement on a pro-rated basis.

I certify that I will not receive educational benefits for any or all costs of this course from any other source.

I have been employed by the Department for six (6) months or more: \_\_\_\_\_  
(Date of Employment)

\_\_\_\_\_  
Applicant's Job Title

\_\_\_\_\_  
Applicant's Payroll Signature & EIN

\_\_\_\_\_  
Mail Drop

\_\_\_\_\_  
Org

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division

It is the judgement of the Organization & Employee Development (OED) Office that both the Department and the employee will benefit sufficiently to justify the expenditure of public funds for the above course(s). This request is consistent with Department training policies. The total amount approved for reimbursement is recorded above.

\_\_\_\_\_  
Organization & Employee Development